



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

INFORMATIONAL LETTER NO.760

October 15, 2008

TO: Consumer Directed Attendant Care (CDAC) Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Required CDAC Documentation Form and Training

EFFECTIVE: Immediately

Effective December 1, 2008 all providers of Consumer Directed Attendant Care (CDAC) will be required to document their services using a new form created by the Department of Human Services. This applies to all types of CDAC, including individual, agency and assisted living. The form responds to suggestions from providers and auditors on ways to make the documentation of these services clearer and more useful. The form is designed to be self explanatory, but providers will have the opportunity to attend training sessions across the state on the proper use of this new form. In addition, an instructional DVD will be created following the training sessions and made available to providers after the new year.

The new documentation form is called the Consumer Directed Attendant Care Daily Service Record (form 470-4389). This form will be required for all services given as of December 1st, 2008. A copy of the form and the instructions are included with this letter.

Your documentation may be subject to an audit at any time. As a Medicaid provider you are responsible for meeting the Medicaid documentation requirements. It is recommended that all CDAC providers attend a training session. The training sites and dates are listed on the following page. *Any provider choosing not to use the Daily Service Record is at risk of having payments withheld or taken back by the State of Iowa.*

Providers are required to pre-register for the training session of their choice. This is important because space is limited at some of the sites. To pre-register, call Lisa at 1-515-725-1241. If the line is busy you will be given a voice mail option; in that case please leave a message with the site and time you wish to attend along with your provider number (NPI) and phone number. You will receive a call back within one business day confirming your registration including a confirmation number. If you are unable to call long distance, please call 1-800-338-7909 and ask to be transferred to Lisa at extension 51241. You can also email your registration to lcontre@dhs.state.ia.us; if you choose the e-mail option, you will receive a reply within 1 business day that includes your confirmation number. You should only plan to attend one of the hour-and-a-half sessions. To ensure there will be a space for you make sure to register by the deadline listed for the session you choose. *Because of space limitations, organizations are asked to limit participation to no more than 2 attendees.* Please bring your confirmation number and NPI billing number to the training with you.

DHS has also revised the Consumer Directed Attendant Care Agreement. Case Managers will be discussing this new agreement with CDAC providers and consumers during the annual plan review or when a consumer's plan changes.

Town	Address	Date	Times	Other Information	Registration Deadline
Fort Dodge	Iowa Central Community College One Triton Circle	October 28 th	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Career Ed Bldg, YMCA, room 108	October 23rd
Emmetsburg	Iowa Lakes Community College Wellness Center	October 29 th	10:30am-12pm Or 1pm-2:30pm	Room 817	October 23rd
Mason City	National Guard Armory 1160 19 th St. SW	October 30 th	10:30am-12pm Or 1pm-2:30pm	NE corner of building; door with ICN sign	October 23rd
Sioux City	Department of Human Services 822 Douglas St.	November 4 th	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	4 th Floor; metered parking	October 28th
Council Bluffs	Iowa Western Community College 2700 College Rd	November 5 th	10:30am-12pm Or 1pm-2:30pm	Looft Hall, Room 006	October 29th
Bettendorf	Scott Community College 500 Belmont Road	November 11 th	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Student Life Center, Room 2409; Park in lot D or E, enter doors 5 or 6	November 4th
Dubuque	National Guard Armory 195 Radford Rd	November 12 th	10:30am-12pm Or 1pm-2:30pm	ICN Classroom	November 5th
Cedar Rapids	National Guard Armory 10400 18 th St SW	November 13 th	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Follow signs to training room	November 6th
Waterloo	DHS Pinecrest Office Building 1407 Independence Ave	November 14 th	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Follow signs to training room	November 7th
Ottumwa	Indian Hills Community College	November 20th	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Bennett Hall, room 100	November 13th
Des Moines	Ft. Des Moines Museum & Education Center 75 E. Army Post Rd	November 19th	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Parking lot off Chaffee Rd, additional parking on street on east side of Chaffee Rd. Museum entrance on south side of building.	November 13th

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